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Department:  
Community Safety & Transport Management  
North West Provincial Government  
REPUBLIC OF SOUTH AFRICA



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## HUMAN RESOURCE MANAGEMENT

Third Floor, Tirelo Building  
Albert Luthuli Drive  
Mafikeng, 2745  
P/Bag X 19 Mmabatho 2735  
Tel: +27 (18) 200 8056

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### DEPUTY DIRECTOR GENERAL (HEAD OF DEPARTMENT) (5-YEAR CONTRACT)

**Remuneration: R 1299 501.00 per annum-All inclusive flexible remuneration package, (salary level 15) plus 10% non-pensionable Head of Department's monthly allowance. The all-inclusive remuneration package consists of a basic salary of either 60% and 40% or 70 % and 30% flexible portion structured according to personal needs)**  
**Centre: Mahikeng**

**Requirements:** \* Grade 12 Certificate. \*An undergraduate qualification (**NQF Level 7**) plus a Postgraduate qualification (NQF Level 8) in Public Administration or any qualification related to Management Studies or Administration. 8-10 years work experience as a Senior Manager within the Safety & Security Sector and or Transport Sector. Valid Driving License. Computer Literacy. No criminal Record( proof to be attached)

**Competencies:** \* Strategic capacity and dynamic leadership skills \* Programme and project management skills \* Strong financial management skills \* Problem- solving and conflict management skills \* People management and empowerment skills \* Client orientation and customer focus \* Highly developed communication, networking and presentation skills \* Honesty and integrity \* Excellent in-depth knowledge of and insight into all applicable policy frameworks governing the public sector in relation to the Safety or Transport environment \* Capability to perform all the assigned functions.

**Knowledge:** Relevant Safety & Security as well as Transport Policies and Legislations

**Duties:** In addition to serving as the Accounting Officer of the Department, the incumbent will be directly responsible for the following within the framework of the Departmental Strategic Plan

\* Ensuring the realisation of excellent service rendition in the development of Community Safety & Transport Management within the Province within the context of the Constitution, other legislation and policy instruments.\*Monitoring the effectiveness and efficiency of the police service and promoting community police relations. \*Monitoring and controlling transport regulations and managing road safety in the province. Managing and facilitating the provision of financial management services.\*Managing transport operations in the province.\*Managing and monitoring the provision of corporate management services.\*Monitoring the provision of strategic direction and coordination to the district management.\*Monitoring the conducting of Departmental risk and environmental analysis.\*Providing overall advice to the Executive Authority on policy matters related to Community Safety & Transport Management in accordance with applicable legislation \*

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**“Together We Move Bokone Bophirima Province Forward”**



Facilitating and supporting the Executive Authority on all his/her parliamentary and cluster work to ensure effective Governance \* Supervising the overall performance of all Chief Director/ directorates and ensuring effective policy compliance \* Ensuring that public funds entrusted to the Department are managed in an effective, efficient and transparent manner

Enq : Ms Sizile Mpolokeng  
Tel : 018 200 8021

**NB: THIS IS A READVERTISEMENT, CANDIDATES WHO PREVIOUSLY MAY NOT RE-APPLY**

**This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.**

#### **NOTES: TO APPLICANTS**

**(a)** Applications must be accompanied by signed and dated Z83, a **recent updated Comprehensive CV** with at **least names of three (3) referees** with **current contact details**, originally certified copies of all qualification(s), and ID-document/National Identity card. **Failure to submit the requested documents will result in the application not being considered.**

(b) All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA).

(c) Positions requiring tertiary qualification/s must be accompanied by **certified copies of academic record/ transcript(s).**

(d) Candidates must indicate the number of the post/reference number in their applications.

(e) Candidates requiring additional information regarding an advertised post, must direct their queries to the person reflected as enquiries below the post applied for.

**(f)** Applications should be forwarded in time to the department **since applications received after the closing date indicated below will as a rule not be accepted. Faxed and emailed applications are not accepted.**

(g) It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department.

(h) The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only.

(i) Previous employment records will be verified. All appointments are subjected to a positive qualifications verifications as well as security clearance and vetting.

(j) SMS appointments are also subjected to SMS competency assessment as a DPSA requirement.

**(k) All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.**

**Closing date : 21 December 2016, 15h30**

**APPLICATIONS: The Director- Human Resource Management , Department of Community Safety and Transport Management, Private Bag x19, MMABATHO, 2735 Office No. 136, 1<sup>st</sup> Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive.**